



Arkansas Department of Health and Human Services

Division of Child Care and Early Childhood Education

Program Development and Public Pre-K Education



P.O. Box 1437, Slot S-160 Little Rock, AR 72203-1437 • 501-682-9699 • Fax: 501-683-0971 • TDD: 501-682-1550

MEMORANDUM

Date: April 21, 2006
To: All ABC Programs
From: Paul Lazenby, Associate Director, DCC-ECE

**Subject: SUMMER TRAININGS II—Work Sampling® Online/
The Ounce Scale®**

This is the second memo concerning mandatory summer training for ABC staff. This purpose of this memo is to inform you of the availability of the training for Work Sampling Online, as well as The Ounce Scale. PLEASE READ THROUGH ALL INFORMATION BEFORE REGISTERING FOR ANY TRAININGS.

EXPECTATIONS

For 2006-2007, center-based programs will have no new components of the Work Sampling System (WSS) to complete. Programs will be expected to have WSS data for children enrolled at least four weeks prior to each identified finalization date; children enrolled fewer than four weeks before the finalization date should not be added to the WSS roll until the next period begins. Finalization dates for 2006-2007 will be: November 11, 2006, February 23, 2007 and May 18, 2007. Programs will be expected to finalize WSS data regardless of staff status in classrooms. Therefore, it is the responsibility of programs to have procedures in place in case of staff turnover.

PROFESSIONAL DEVELOPMENT

Five different professional development opportunities will be provided for the coming year. Programs are responsible to help individual staff determine which professional development options are appropriate.

MANDATORY

1. WSS Initial (Previously WSS Training the Classroom Teacher) **MUST** be completed by any ABC classroom staff, *teacher AND paraprofessional*, who has had no WSS professional development. This session provides an introduction to all aspects of WSS currently used by the ABC programs, including the online/computer application. Please note this is a 2-day session. (9:00 a.m. until 3:30 p.m. both days)

CHOOSE (1) SET OF DATES:

June 1-2; June 5-6; June 12-13; June 26-27; June 27-28

July 27-28

August 7-8; August 14-15; August 17-18; August 21-22; August 28-29

NOTE: WSS Initial trainings will be offered throughout the school year for staff hired after August.

HIGHLY RECOMMENDED

2. Curriculum Connections is designed for teachers who have already completed the initial WSS professional development and have implemented WSS in the classroom. This session will focus on how to use WSS data effectively. (1-day, 9:00 a.m. until 3:30 p.m.)

CHOOSE (1) DAY:

June 6, 7, 13, 22, 23, 28, 29, 30

July 6, 7, 10, 11, 12, 17, 20, 21, 28, 31

August 8, 9, 10, 11, 15, 16, 18, 22, 23, 25, 29, 30, 31

MANDATORY FOR PARAPROS WHO ATTENDED 1-DAY WSS TRAINING IN 2005-2006

3. Paraprofessional Follow Up is offered to those paraprofessionals that completed the Paraprofessional training offered this past year. This session will complete the WSS Initial training; it will focus on using the Checklists & Guidelines and the online component of WSS. NOTE: assistant/paraprofessional teachers who have completed the WSS Training the Classroom Teacher are exempt from this session. (1-day, 9:00 a.m. until 3:30 p.m.)

CHOOSE (1) DAY:

June 5, 8, 12, 22, 26, 29, 30

July 6, 7, 10, 11, 12, 17, 20, 21, 31

August 7, 9, 10, 11, 14, 16, 17, 21, 23, 24, 28, 30, 31

MANDATORY FOR ALL ABC INFANT-TODDLER PROGRAMS

4. The Ounce Scale is an assessment system designed for programs serving children under the age of three. Beginning in 2006-2007, programs serving infants and toddlers with ABC money will report assessment data on those children using The Ounce Scale. (1-day, 9:00 a.m. until 4:00 p.m.)

CHOOSE (1) DAY:

June 23 or July 18

OPTIONAL

5. WSS Portfolio Training is offered for those lead teachers who have completed the WSS Train the Classroom Teacher session, implemented WSS in the classroom, and would like to learn how to do the online WSS portfolio. This is an OPTIONAL professional development and does NOT take the place of Curriculum Connections. (1-day, 9:00 a.m. until 4:00 p.m.)

CHOOSE (1) DAY:

July 13 or August 4

LOCATION

All sessions will be held at: C.A. Vines 4-H Center (Ferndale)
#1 Four-H Way
Little Rock, AR 72223
501-821-4444

A map and directions are available at <http://www.arkansas4hcenter.org/Maps/default.asp>. Lunch will be provided on site for participants. Note that, on the majority of days, both lead and assistant/paraprofessional teachers can attend on the same day, limiting travel requirements.

HOW TO REGISTER

Registration is required to attend these sessions. Because of space limitations (especially those sessions using the computer lab), seats in each session are limited. Registration will be on a first-come, first served basis. Because lunch is provided, an accurate count prior to the day of the training is necessary. Registration will be available through the Arkansas Early Childhood Professional Development Registry System beginning MAY 3, 2006. Go to <http://professionalregistry.astate.edu/> and select Training Opportunities. Then follow the directions for registration.

PLEASE do not register and then NOT show up. This keeps many people who want to be there from attending. If you register and CANNOT attend, you must CONTACT Joanna Grymes or Angie Franks at ASU Childhood Services (870-972-3055) so they can make space available for someone else. Training no-shows will be a matter that will be dealt with by Program Specialists during site visits/audits this next year.

TECHNICAL ASSISTANCE OPTIONS

Mentoring will continue to be provided to all new teachers. This will include one on-site visit per period as well as access to technical assistance via phone and email contact. Teachers experienced in WSS have the OPTION to access mentoring and technical assistance, but mentoring is not required for these teachers. Programs will be asked to provide contact information for teachers who will need mentors. More information will be available at the summer ABC Coordinator Training.

Technical assistance with administrative tasks will also be available; this can be either on-site or by phone/email. For example, programs needing assistance with rollover at the beginning of the year, with archiving and accessing children in the archives throughout the year, or creating reports may request technical assistance can request and access technical assistance.

If you have any questions about Work Sampling or Ounce Training, contact Dr. Joanna Grymes at 870-972-3055 or GRYMESJ@astate.edu or Angie Franks at afranks@astate.edu. We look forward to seeing you this summer.

Paul Lazenby